

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 00-038

TO: School District Superintendents, Business Managers, & Head Teachers

FROM: Kristen Jordison

DATE: March 13, 2000

SUBJECT: Basic Calculation of Equalization Assistance Report (Apor 55-1), Formula for Growth in Student Count Report (Apor 55-2), and Equalization Assistance and Additional State Aid Detail Report (Apor 64-1)

The March 15, 2000 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC) at the number listed below. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail at kjordis@mail1.ade.state.az.us or Maggie Singler at (602) 542-9244 or e-mail msingle@mail1.ade.state.az.us.

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff	(520) 523-8516
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 617-7084
Graham, Greenlee, Cochise	San Simon	(520) 845-2275
Yuma	Yuma	(520) 343-0800

Growth figures for districts requesting an advance based on 40th day growth have been included on page 2 of the Apor 55-1 report as an adjustment to the Revenue Control Limit and District Support Level. If your district would like to request an advance based on 40th day growth please refer to School Finance Memorandum 00-024 for the appropriate forms or download the forms in Excel format from <http://www.ade.state.az.us/schoolfinance/Main/Support>.

The Formula for Growth in Student Count report (Apor 55-2) calculates growth based on your 40th day Average Daily Membership (ADM) data received to date. The Special Education Census data, which is used as the 40th day Special Education, count on your report is also reflected in your growth calculation.

The data collection staff has processed all data that has been received and the transaction reports, master file reports, and aggregate summary reports are now available on the web site. Please review and verify all data collection reports. The counts posted here directly impact your growth calculations and the budget for next year. **It is imperative that you verify both the receipt of your data and the accuracy of your submission.**

To verify receipt of your data please refer to the Submitted Files Status report on your district's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Also, please verify the accuracy of your

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submission by reviewing the Edit/Update reports, the master file reports, and the funding reports for all data collection systems. The names and types of reports are listed in the table below. All reports are posted on your district's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). If you have any questions regarding your Average Daily Membership or Limited English Proficiency please contact Julie Vasquez at (602) 542-8239 or e-mail her at jvasque@mail1.ade.state.az.us. If you have any questions regarding your Special Education Census please contact Ingrid Rope at (602) 542-3303.

Data Collection System	Edit/Update Report	Master File Report	Aggregate Funding Report
Average Daily Membership (ADM)	ADM Edit/Update report (ADMS 05-1)	ADMS 45-1 (Currently not available)	Recalculated ADM State Aid Report (ADMS 46-1)
Special Education Census (SPED)	Special Education Edit/Update Report (SPED 02)	Special Education Students by District of Residence (SPED 04-1), Special Education Students by District of Attendance (SPED 04-3)	Student SPED ADM for 40 th Day (SPED 28-1), Student SPED ADM for 100 th Day (SPED 28-2)
Limited English Proficiency (LEP)	LEPS Edit/Update Report (LEPS 05-1)	N/A	LEPS 10A-1 Report

If you have any questions regarding your equalization reports please contact me at (602) 542-8249 or e-mail kjordis@mail1.ade.state.az.us.

For districts with charter schools, the March reports are based on your charter schools 40th or 100th day Average Daily Membership (ADM) data submitted to the Department of Education. Please refer to the ADMS 46-1 report posted on your district's web site for the actual 40th day and 100th day data submitted. Estimated Special Education counts are reflected in your calculation and actual Limited English Proficiency (LEP) counts are used. Estimated transportation figures are used for the March payment. Actual 100th day transportation miles will be used once all district sponsored charter school reports can be reviewed. Please note that the charter schools 100th day ADM reports must be received by School Finance no later than 12 days after the 100th day in session in order to be eligible for payment. Any counts received after this deadline will not be reflected in the total student count and may impact your payment.

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